

421—2.15(22) Other groups of records. This rule describes groups of records maintained by the agency other than record systems retrieved by a personal identifier as defined in rule 2.1(22). These records are routinely available to the public. However, the agency's files of these records may contain confidential information as discussed in rule 2.13(22). All records are stored both on paper and in automated data processing systems, unless otherwise noted.

2.15(1) *Administrative records.* This includes documents concerning budget, inventory, annual reports, office policies, state forms and reports.

2.15(2) *Publications, resource and library materials.* This includes books, periodicals, newsletters, government documents and public reports. These materials would generally be open to the public; some may be protected by copyright law.

2.15(3) *Office publications.* The divisions distribute to the public a variety of materials including brochures and typed information regarding issues pertinent to their programs or constituent groups. Also included are statistical reports, program reports and news releases.

2.15(4) *Rule-making records.* These include documents generated during the rule-making process, including public comments, and are available for public inspection.

2.15(5) *All other records.* Records are open if not exempted from disclosure by law.